DOCUMENT RESUME

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TITLE	Defining the Role of the Teacher Aide. Description of Teacher Inservice Education Materials.
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ABSTRACT

The learning module described is designed for classroom teachers who wish to instruct aides to achieve a better performance and understanding of their function. It is applicable also to teacher aides themselves. The scope and sequencing of topics in the module are outlined. Information on activities and resources involved in using the module is provided. A critique of the module and ordering information are included. (JD)

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ED169004.

DESCRIPTION OF TEACHER IN-SERVICE EDUCATION MATERIALS

A. SUMMARY INFORMATION

Title: DEFINING THE ROLE OF THE TEACHER AIDE

Publication Date(s): May, 1970

Intended Users: Preservice, inservice classroom teachers interested in preparing their aides; applicable to teacher aides as well

Grade Level(s): All levels

Number: Class-sized groups

Primary Focus: "This EPDA B-2 module...will initiate some thoughts toward the tasks which teacher aides may perform...; the various classifications of tasks aides may perform; and some feeling of wholesome human relations and team cohesiveness."

School subject(s) and/or in-service topic(s) covered: The topic is the role of teacher aides. Titles of the six components (Mini-paks) are:

I. Exploring Feelings of Teacher Aides - team project
II. Exploring Feelings of Teacher Aides - individual project
III. Classifying Tasks for Teacher Aides
IV. Clarifying Roles and Responsibilities of Aides
V. State Regulations
VI. Human Relations

What participant does in using the materials: The inservice user:

- Reads a Mini-pak (component);
- Identifies and secures materials and equipment needed;
- Previews filmstrip;
- Listens to record;
- Takes pre-assessment, post-test;
- Does worksheets 1, 2 and 3; and
- Views transparencies (Master provided).

Resources: Personnel and material required include:

A coordinator,
Classroom teachers,
Classroom teacher aides, and
Audio-visual equipment (record player, tape recorder, filmstrip projector).

Describer critique:

The product gives in-depth coverage of the teacher aide's role in the classroom. It is practical and well-organized for easy use; lay out is very good. The module is not packaged to endure, but the low price must be taken into account. Material is directed to teachers practicing in the state of Florida. Adaptation may be necessary for users in other states.

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B. In--Depth Information

1.0 PURPOSES:

The developers state:
"This EPDA B-2 module, hopefully, will initiate some thoughts toward the tasks which teacher aides may perform as directed by the Florida Statutes; the various classifications of tasks aides may perform; and some feeling of wholesome human relations and team cohesiveness regardless of educational background and life experiences of personnel involved."

The rationale behind the product is inferred as: there is a great need for a concrete guide to the use of teacher aides. This product is based on experience and is thus meant to be a practical manual.

The attitudes of teachers in their use of aides would probably be changed by using this product.

2.0 CONTENT — Scope and Sequencing of Topics:

This module is composed of six components, described as Mini-Paks. Their titles are:

Mini-Pak I	Exploring the Feelings of Teacher Aides - a team project
Mini-Pak II	Exploring the Feelings of Teacher Aides - an individual project
Mini-Pak III	Classifying Tasks for Teacher Aides
Mini-Pak IV	Clarifying Roles and Responsibilities of Aides
Mini-Pak V	Understanding State Regulations
Mini-Pak VI	Promoting Human Relations through Total Team Dynamics

Each Mini-Pak follows a format: this includes general and specific objectives, pre-assessment; rationale; materials and equipment; instructions to participants; instructions in administering the Mini-Pak which are addressed to the resource person; an overview; detailed procedures for each objective with accompanying study sheets and/or work sheets, transparencies, a filmstrip with an accompanying record, a state publication, and posttests with answer keys.

Some Mini-Paks are designed as team projects, and others may be done on an individual basis.

3.0 ACTIVITIES AND RESOURCES INVOLVED IN USE OF PRODUCT

3.1 Description of main in-service activities: The participant:

- Reads a Mini-Pak ;
- Identifies and secures materials and equipment needed;
- Previews filmstrip;
- Listens to record;
- Takes a pre-assessment and a post-assessment test;
- Does worksheets 1,2,3;
- Interacts with peers; and
- Discusses ideas and lessons with coordinator or resource person.

Some Mini-Paks are designed as team projects, others can be done by an individual.

3.2 Help given in use of product: The developers explain that:

"Detailed procedures for each specific objective (are given) with accompanying study sheets, and/or worksheets, transparencies, a filmstrip with an accompanying record, a study publication, and post tests with answer sheets."

4.0 EVALUATION OF TEACHER INSERVICE LEARNING Included are:

- Pre-assessment and post-assessment tests, administered by a resource person, for each Mini-Pak;

- Worksheets; and

- Answer keys(serve as self-assessment).

5.0 ORDERING INFORMATION

5.1 Resources required/recommended:

A resource person is needed. In addition, some Mini-Paks may require a leader/recorder to facilitate group action. (If only one group, resource person can double as leader/recorder; if more than one group, a second person must be appointed.)

Audio-visual equipment -- film projector and record player -- is needed. A duplicator is needed to reproduce worksheets as well as transpariencies (Master provided).

5.2 Distributor name/address:

(Module available from:)
Panhandle Area Educational Cooperative
411 West Boulevard, South
Chipley, Florida 32428

(904) 638-4131

Contact: Barbara Corwin

(Filmstrip available from:)
General Service Administration
Office of Administration
Finance Division
Accounts Receivable Branch
3BCB6
Washington, D.C. 20407
(202) 783-1896

5.3 Components/approximate costs:

Component	Purchase	Rental	No. Req.	Reusable
DEFINING THE ROLE OF THE TEACHER AIDE				
1 booklet	$1.45	No	1/participant	Yes
"I AM A TEACHER AIDE"				
1 filmstrip with accompanying record	$8.00	No	1/group	Yes

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6.0 HISTORY OF DEVELOPMENT

6.1 Identification of the developer:

Three developmental teams from Broward, Duneal and Hillsborough Counties coordinated the project. The State Coordinator was Jerry E. Chapman. Overall responsibility for writing the product was given to Mrs. Elizabeth Collins, Director, Department of Staff Development and Utilization, and Mrs. Mildred B. Augenstein, Coordinator of Writing Team.

6.2 How developed and when:

This multi-media program was developed in April, 1970. Following field testing during the summer of 1969, the Dade County Public Schools committed the time and resources of curriculum consultants, media specialists, and educational program planners for extensive revisions of the work done earlier by the three county developmental team. (See 6.1)

6.3 Evidence of effectiveness with users:

Field testing in the summer of 1969 led to revision. No other evidence is given.

C. DESCRIBER CRITIQUE

Appropriateness / adaptability / technical quality:

This product addresses the need of providing a practical series of units to improve use of teacher aides. Because of the product's treatment of the teacher aide's role in-depth, the product is very good. It is highly structured, clearly written, intelligently organized. It is very adaptable. The price ($1.45) offsets the product's lack of durability.

Content accuracy/social fairness/community acceptance issues:

The material seems accurate. It attempts to instill attitudes about the proper use of aides and conscientiously avoids bias (it shows no racial or sexual bias).

The posttests contain questions with some controversial elements and ask the participant to make value judgements which some segments of a community may disagree with. However, a skillful instructor could maintain the proper objectivity to such questions with a discussion of their significance.

Overall summary/comment:

This is a good and useful product. While organization lends itself to individual use of any of the Mini-Paks, the series can also be useful as an effective whole. The "List of Materials" provided with each Mini-Pak is helpful. The series and materials provided form a fine inservice training program.